



**Human Resources
2023 FAST Training**

HR Process and Benefit Updates

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Today's Topics

- HR Communications
- Offboarding Process Change
- Benefit Updates
- Employee Wellness Program



HR Communications

Charger Chat:

Your Human Resources Newsletter

- First edition was published in January 2023
- Look forward to a new edition each quarter!
- Contents will include:
 - Benefits & Wellness, Talent Management, Technology & HRIS
 - General HR announcements
 - New employees, Service Anniversaries, and Retirements
 - And much more!



We want to hear from you! Your feedback is important to us and will provide valuable insight into satisfaction and discover areas for improvement.

- Benefits Survey: Coming soon!
 - Online survey using google form
 - Completion will take approximately 8 to 10 minutes
 - Emailed to all benefits eligible employees





Updated Resignation Process

- It is vital that HR be made aware of all resignations upon notification to management. Early notification will help ensure that all offboarding requirements are complete prior to the last date of employment.
- Employees will begin submitting a google form after the resignation letter has been accepted by their supervisor or manager.
- Form will be available soon on the offboarding website.
- A member of the benefits team will begin meeting with terminating employees to conduct an out-processing on or before their last day.
- Additional information and detailed instructions will be available on the offboarding website soon.

Offboarding Process

All terminating employees are required to complete Offboarding procedures prior to their last day of employment.

➤ Employee Responsibilities:

- Submit letter of resignation to supervisor/manager
- Completion of resignation google form to notify HR (*coming soon*)
- Coordination with applicable departments to be cleared for check-out
- Completion of the Exit Form

➤ Manager Responsibilities

- Completion of Employee Separation Checklist
 - Return to benefits@uah.edu

➤ HR Responsibilities

- Provide COBRA insurance continuation options
- Provide offboarding packet containing important benefit information
- Conduct out-processing with terminating employee



Employee Benefit Updates

New benefit programs and initiatives

➤ Savi Student Loan Forgiveness Program

- Assistance with completion of the Public Service Loan Forgiveness (PSLF) application.
- Income based repayment plans can provide financial relief by forgiving the balance of your loan tax free after 120 qualifying payments.
- Visit <https://www.tiaa.org/public/tcm/uasystem/student> to calculate your savings and get started!

➤ Teladoc Expansion

- Medical Plan participants are now eligible to receive treatment for mental health and dermatology care.
- To talk to a board certified licensed doctor: visit <https://member.teladoc.com/alabama> or call 855.477.4549

➤ Retirement Plans

- Teachers Retirement System (TRS) webinars: April 3rd from 11:00-12:30 and April 14th from 1:00-2:30.
- IRS limit increase for 403(b) and 457 (b) plans: \$22,500 under age of 50/ \$30,000 age 50+



Charger Fit Employee Wellness Program

Participating employees have the opportunity to receive a \$200 in wellness incentives by completing the requirements by October 31, 2023.

- ✓ Complete Health Assessment, Biometric Screening, AND earn 400 total points to receive a **\$150 wellness incentive**.
- ✓ All eligible employees who complete a biometric screening will receive a **\$50 gift card** mailed to your UAH email address!

NEW! Burnalong Fitness Application: Earn points and meet your fitness goals!

- All eligible members have 4 free family accounts.
- Burnalong offers: health and wellness video classes spanning physical, mental, and financial wellness

Want to learn more?

- Visit our wellness website
- Read monthly Charger Fit Newsletters
- Enroll with HealthComp (formerly Gilsbar) for more information on point earning opportunities, wellness challenges, and resources.
- www.hchealthbenefits.com



Employee Assistance Program

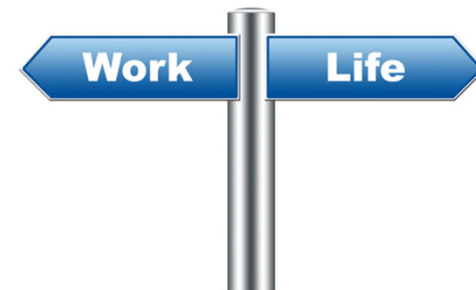
- Regular Full-time Employees & Dependents are eligible
- Five no-cost visits per year per episode
- Services are confidential
- Nationwide Network of Counselors
- Legal and financial services
- Adult and eldercare resources
- Newsletters, webinars, tool kits, and more!

Uprise Health

Phone: 888.925.5327

<https://members.uprisehealth.com/UAH/>

24-hours a day 365 days a year





Family Medical and Leave Act What is It?

- Family and Medical Leave Act provides unpaid, job-protected leave in a 12-month period.
- It also requires that employee's group health benefits be maintained during the leave.
- Serious health conditions incapacitates covered person for 3 consecutive days; chronic conditions that may require intermittent treatment
- Provides 12 workweeks of leave for:
 - Birth of a child
 - Adoption or foster care
 - Serious health condition of employee, spouse, child, or parent
 - Qualifying exigency for a military member
- Provides 26 workweeks of leave for:
 - Serious injury or illness of a covered service member's spouse, child, parent, or next of kin to employee



Family Medical and Leave Act Who Qualifies?

- An employee who has:
 - Worked at least 12 months;
 - Worked at least 1,250 hours of service in the previous 12
 - Work at a location where the employer has at least 50 employees
- Leave may be taken:
 - Extended (block of time)
 - Intermittently (as needed)
 - Unpaid
 - Paid
 - Accrued leave does not have to be exhausted
 - Runs concurrently with FMLA

FMLA: What is the Process?

Employee

- Notify Employer (HR and supervisor)
- Complete required forms
 - FMLA Request Form | Medical Certification | Intermittent Timesheet

Department

- Employee submits request form to supervisor or the employer may designate FMLA
- Submit ePAF for unpaid FMLA
- Intermittent Timesheet submitted monthly with supervisor's approval

Human Resources

- Determine employee eligibility
- Notify employer and supervisor status of request
- HR Partner: LaTonya Cooley, HR Coordinator

Leave of Absence

- Eligibility
 - Full-time, regular employee | One year continuous service
- General Leave of Absence
 - Granted for personal reasons
- Medical Leave of Absence
 - Granted for prolonged illness or medical condition
 - Medical certification required
 - Fitness-for-Duty Form upon return to duty
- Leave granted up to 6 months
- One time extension (not to exceed 6 months)
- Notify department 30 days in advance and complete request form
- Determination process | Review Staff Handbook



Request for Leave of Absence Form Faculty Staff
 Please complete and return this Form to your immediate supervisor 30 days in advance of Leave, if possible. **SEND COMPLETED FORM TO HR.**

EMPLOYEE INFORMATION			
Employee Name		A #	
Home Address	City	State	Zip
Job Title/Department		Telephone Number	
Campus Email		<input type="checkbox"/> Home <input type="checkbox"/> Cell	
Reason for Leave Request (If necessary, attach additional sheet)			
Requested Start Date		Anticipated Return Date	
TYPE OF LEAVE			
<input type="checkbox"/> General Leave of Absence (Not to exceed 6 months)		<input type="checkbox"/> Medical Leave of Absence (Not to exceed 6 months)	
<p>* GENERAL LEAVE OF ABSENCE Leave for personal reasons may be granted to full-time employees with a year or more of continuous regular service. General leave is without pay. Normally, all accrued vacation and/or sick leave (if applicable) must be exhausted before a general leave of absence begins; however, an employee may request to take such leave without affecting accrued leave account balances.</p>		<p>* MEDICAL LEAVE OF ABSENCE Leave for reasons of prolonged illness or other justifiable medical conditions may be granted to full-time employees with a year or more of continuous regular service. Medical leave is without pay. Available sick and vacation leave should be utilized before medical leave begins. A one-time extension, not to exceed 6 months, may be granted on a case-by-case basis with appropriate medical certification. The total amount of time an employee can be on an approved medical leave of absence is one (1) year.</p>	
*The determination process includes consideration of factors such as the duration of leave requested, the workload of the department, and the ability to reassign the employee's duties.			
A completed Medical Certification form is required to support a Medical Leave of Absence request. [click here for form]			
Click on the hyperlink or contact HR to obtain the form.			
<input type="checkbox"/> A completed Medical Certification form is attached			
<input type="checkbox"/> I will submit a Medical Certification form within 5 days to Human Resources			
Employee Signature: _____		Date: _____	
APPROVALS			
Immediate Supervisor/Dept. Chair:	Director/Dean:	Vice President:	
Date: _____	Date: _____	Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Submit ePAF <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approve ePAF <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approve <input type="checkbox"/> Not Approved <input type="checkbox"/> Approve ePAF <input type="checkbox"/> Not Approved